Ontario
Ministry of
Colleges and
Universities
Lyn McLeod, Minister

EMPLOYMENT EQUITY IN POSTSECONDARY INSTITUTIONS

A Report by the Minister of Colleges and Universities

February 1989

89-05841/

Minister's Message

The Ministry of Colleges and Universities is committed to the principle of employment equity and fully supports initiatives of the Ontario government intended to establish equality in the workforce.

The objective of the Employment Equity Incentive Fund Program is to assist institutions financially in developing employment equity programs for their female employees. As a means of realizing the goal of gender equality in the workforce, employment equity programs are designed to hire, train and promote women into the full range of occupations available in an institution, and to create benefits and working conditions which will allow all members of society to take full advantage of employment opportunities.

Today, there is widespread acceptance that the inequality of women in the workplace is unacceptable. Institutions are now faced with the challenge of determining how to eliminate systemic discrimination.

The government of Ontario has been committed to affirmative action and employment equity for over a decade. We are making progress as this report indicates. I am pleased to see that postsecondary institutions are addressing the challenge and that many are in the process of developing exciting programs.

There is, however, no room for complacency. As the data in this report illustrate, much remains to be achieved and many more challenges need to be confronted. Through strategies adopted as a result of programs such as the employment equity incentive fund, I am confident that postsecondary institutions are on the road to creating a truly equitable labour force.

Lyn McLeod

Minister of Colleges and Universities

Employment Equity Programs in the Postsecondary Sector

The Employment Equity Incentive Fund is a joint program of the Ontario Women's Directorate and the Ministry of Colleges and Universities. Its intent is to assist postsecondary institutions in the development and implementation of effective, results-oriented employment equity programs.

The Employment Equity Incentive Program is a three-year program. Fiscal year 1987-88 marked the first year of the program in the colleges and the second year for the universities and related institutions. Funds are provided to the institutions for either program development, to be applied to the co-ordination and administration costs required for the development and implementation of an employment equity program for women, or for enhanced program development of current initiatives where the institution already has a co-ordinator and/or employment equity activities.

During the first year of the program, 1986-87 for the universities and 1987-88 for the colleges, institutions were eligible to receive a maximum of $20,000, representing either up to 75% of the cost of employing an employment equity co-ordinator or, in the case of an institution where employment equity programs were already being implemented, up to 75% of new program initiatives and/or additional staff resources. In addition, a one-time special grant of $3,000 was available during the first year of a program in order to carry out a special project related to employment equity. Funding during the second and third years of the program is on a matching grants basis, to a maximum of $15,000 per year per institution.

In order to be eligible for funding, institutions were required to formally adopt affirmative action/employment equity policy statements for their women employees. Institutions were required to include as part of the implementation strategies:

- collection and analysis of data by gender on occupational and salary distribution;
- review of personnel policies and procedures;
- development of an employment plan including pro-active measures with specific time-frames and objectives.

In addition to funds transferred directly to institutions, funding was also available for the Ministry of Colleges and Universities to provide for program development and support. In March 1988, the ministry, in co-operation with the Ontario Women's Directorate, sponsored a highly successful two-day workshop for employment equity practitioners in the postsecondary sector. Participants were able collectively to discuss issues such as the development and implementation of employment equity strategies, management skills and training, sexual harassment, childcare provisions, and staff training and development.

Another activity supported by the ministry under the auspices of the Employment Equity Incentive Fund was the production and publication of an employment equity manual. This manual was produced by the Committee on the Status of Women of the Council of Ontario Universities. The manual addresses topics such as data and program development, hiring, career development, compensation, family responsibilities, and the university environment. It is useful not only for employment equity practitioners, but for university administrators who carry the responsibility and accountability for implementing employment equity. It has been widely circulated within the postsecondary sector, and has been well received in other sectors and jurisdictions as well.

The ministry developed and provided the colleges with computer software designed to facilitate the reporting of data related to employment equity.

Two additional projects were funded by the Employment Equity Incentive Fund in 1987-88. A grant of $1,500 was allocated to the University of Toronto in order to run a pilot child-care project on Saturdays during the examination period for student parents.

Lakehead University received a grant of $14,500 in order to conduct a study examining the development of employment equity strategies for female students, addressing the concerns of native and northern students, in particular.

Universities

Fifteen universities participated in the program during 1986-87. These institutions were:

- Carleton University
- Lakehead University
- Laurentian University
- McMaster University
- University of Ottawa
- Queen's University
- Ryerson Polytechnical Institute
- University of Toronto
- Trent University
- University of Waterloo
- University of Western Ontario
- Wilfrid Laurier University
- University of Windsor
- York University
- Ontario College of Art

All of the participating institutions are engaged in the collection and analysis of data as required by the program. Aside from the required aspects of employment equity strategies, institutions made use of the program in various ways, addressing such issues as child-care, sexual harassment, classroom climate, gender-neutral language policy, and inter-university athletics.

During the second year of the program, 1987-88, sixteen universities participated:

- Brock University
- Carleton University
- University of Guelph
- Lakehead University
- Laurentian University
- McMaster University
- University of Ottawa
- Queen's University
- Ryerson Polytechnical Institute
- University of Toronto
- Trent University
- University of Waterloo
- University of Western Ontario
- University of Windsor
- York University
- Ontario College of Art

As in the first year of the program, besides meeting minimum requirements, institutions are engaged in various activities consistent with employment equity strategies. Examples include developing criteria for new staff-training initiatives for employment equity purposes, data collection on part-time and contractual employees, changing of gender-biased job titles, child-care needs assessments, workshops on career development, financial planning and pre-retirement programs for women, and campus-wide communications strategies on the goals and objectives of employment equity.

Data on Academic and Non-Academic Staff in the University Sector

The data presented in this report on non-academic staff were collected by the Council of Ontario Universities (COU) on behalf of the ministry for 1987-88. The titles used for the classifications are those used by Employment and Immigration Canada. COU used the definitions originally used in the Report of the Royal Commission on Equality in Employment (Abella Report) (see Appendix 1) and the lists of occupational unit groups as sorted by those definitions by Employment and Immigration Canada's Technical Services Group for the guidance of Federal Contractors.

Included in the COU survey are those groups of jobs excluded from the Statistics Canada "University Full-Time Teaching Staff System Manual, 1985-86":

1. Administrators responsible for university administration, i.e., president, vice-president, registrar, comptroller, etc.
2. Administrative assistants within faculties (colleges, schools, etc.)
3. Librarians
4. Non-academic support staff (colleges, schools, etc.) and other university departments
5. Markers, demonstrators, lab assistants, etc.
6. Graduate teaching assistants
7. Postdoctoral fellows
8. Academic staff within faculties (colleges, schools, etc.) who have been hired as researchers **without** academic rank and/or whose salary scales are different from teaching staff.

The following definitions and criteria were employed in reporting:

1. Institutions were asked to use October 1, 1987, as the count date. Two institutions were unable to do so, and reported as of January 1, 1988, and April 1, 1988.
2. The population is all staff defined as full-time by reporting institutions who are not currently reported to Statistics Canada as academic staff or students.
3. Staff at federated or affiliated colleges are excluded.
4. The annual rate for hourly-paid employees is calculated as hourly rate times "normal" hours of work per week. Each institution was asked to define a single figure for its "normal" work week, based on its general pattern of employment of administrative and other salaried staff. This ranges from 35 to 37.5 hours per week. In addition, some continuing full-time staff with nine-month appointments are reported at nominal, rather than actual salary.

Tables 1 through 5 provide data on university full-time non-academic staff for 1987-88, and for full-time faculty for 1986-87.

Table 1 illustrates the representation of full-time non-academic staff, by occupation and gender. As a whole, women account for 58% of all full-time non-academic staff. This is not, however, distributed proportionately across occupational groups. This table shows the concentration of males and females in traditional job categories:

- 13.2% of upper level managers and 36.9% of middle managers are women
- women account for 89.8% of all clerical staff
- only 4.1% of skilled crafts and trades workers are women

Table 2 provides a summary of full-time non-academic staff by salary range and gender. As the salary range increases, women's representation decreases. While women account for 58% of all full-time non-academic employees, they are increasingly under-represented in the range of $25,000 and above. At the same time, women account for over 80% of the employees in the under $20,000 range.

In 1986-87, there were 11,171 full-time faculty employed in Ontario universities and related institutions. As Table 3 indicates, 2,355, or 17.4% were women. While this represents an improvement over the past decade, when women accounted for 14% of full-time faculty in 1976-77, women tend to be clustered in the lower academic ranks. Women account for 5.8% of full professors, 15.1% of associate professors, 28.5% of assistant professors, and 47.1% of lecturers. A comparison with data from 1976-77 indicates some progress. Women's proportional representation has not only increased in overall terms, but has also improved in every rank above lecturer. For example, whereas 19% of assistant professors were women in 1976-77, in 1986-87, 28.5% of assistant professors were women.

Table 4 indicates the average salary for full-time university faculty by field and sex for 1986-87. On average, women earned 81.9% of men's salaries. This, however, fluctuates by field. The gap is narrowest in Fine and Applied Arts, where women's salaries were 90.2% of their male colleagues. The widest gap was in the field of Mathematics and Physical Sciences, where women's earnings represented 75.6% of those of men.

Table 5 outlines average salaries for full-time faculty by gender and rank for 1986-87. At all ranks, women earned slightly less than men.

TABLE 1:

ONTARIO UNIVERSITIES FULL-TIME NON-ACADEMIC STAFF 1987-1988 BY ABELLA GROUP AND GENDER

CATEGORY	MALE	FEMALE	TOTAL	% FEMALE
UPPER LEVEL MANAGERS	210	32	242	13.2
MIDDLE MANAGERS	776	453	1,229	36.9
PROFESSIONALS	1,130	992	2,122	46.7
SEMI-PROF/TECHNICIANS	1,971	1,677	3,648	46.0
SUPERVISORS	293	885	1,178	75.1
FOREPERSONS	224	52	276	18.9
CLERICAL	751	6,610	7,361	89.8
SALES	15	32	47	68.1
SERVICE	523	436	959	45.7
SKILLED CRAFTS/TRADES	1,210	50	1,260	4.1
SEMI-SKILLED/MANUAL	628	131	759	17.3
OTHER MANUAL	1,061	767	1,828	42.0
TOTAL	8,792	12,117	20,909	58.0

Source: Council of Ontario Universities

Full-Time Female Non-Academic Staff 1987-88
By Abella Group

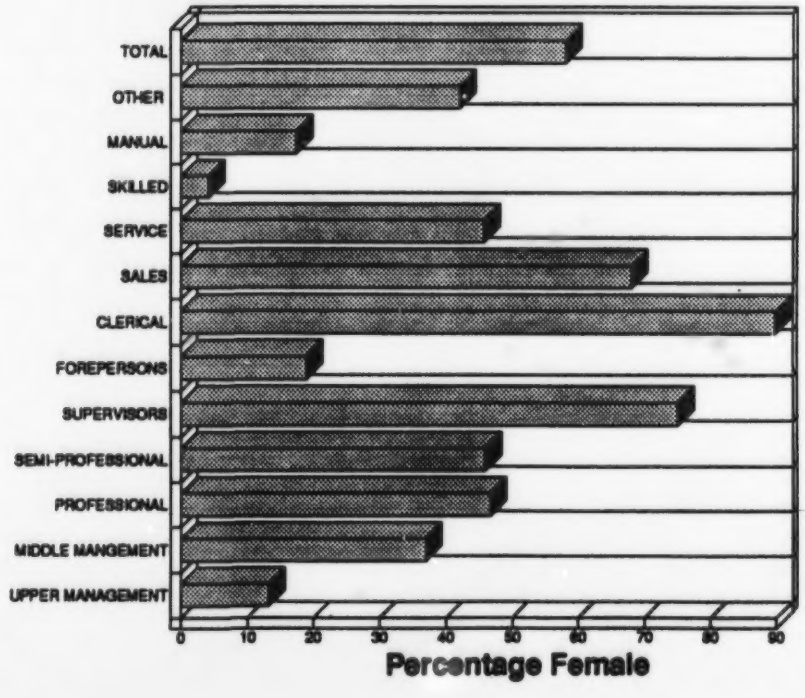


TABLE 2:

ONTARIO UNIVERSITIES FULL-TIME NON-ACADEMIC STAFF 1987-88 BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALE	FEMALE	TOTAL	% FEMALE
<14,000-	64	354	418	84.6
15,000-19,999	755	3,261	4,016	81.2
20,000-24,999	2,325	4,451	6,776	65.7
25,000-29,999	1,631	1,962	3,593	54.6
30,000-34,999	1,338	919	2,257	40.7
35,000-39,999	1,032	478	1,510	31.7
40,000-44,999	581	319	900	35.4
45,000-49,999	356	209	565	36.9
50,000-59,999	379	120	499	24.1
60,000-69,999	163	26	189	13.8
70,000+	168	18	186	9.7
TOTAL	8,792	12,117	20,909	58.0

Source: Council of Ontario Universities

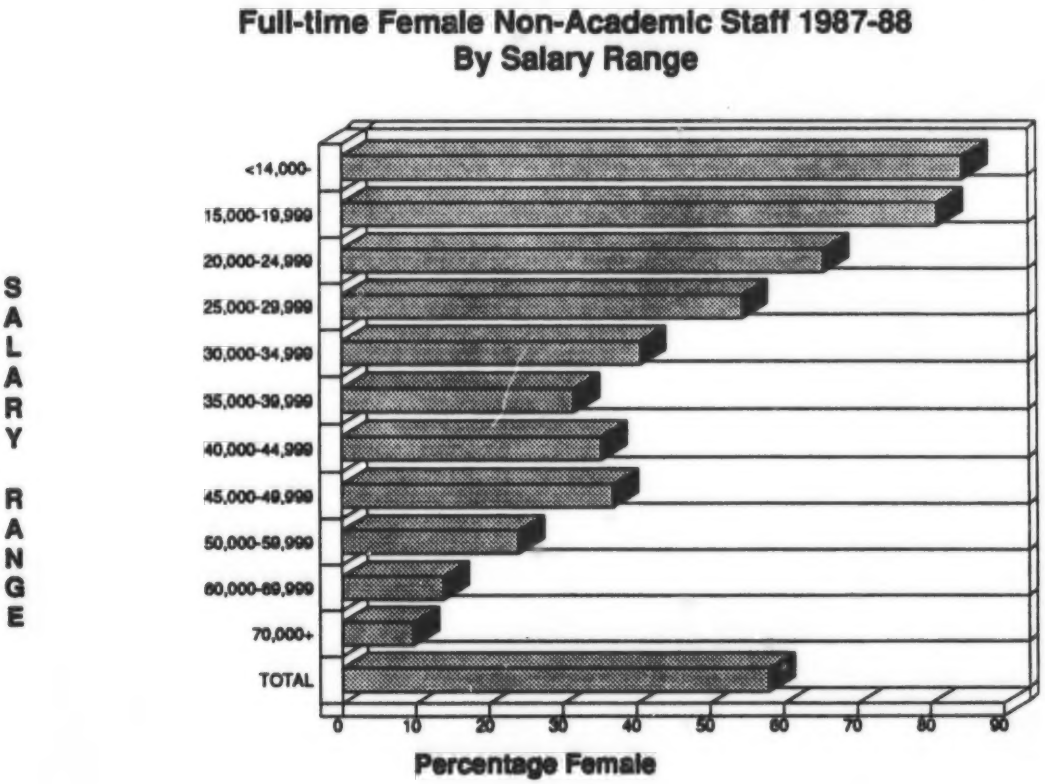


TABLE 3:

NUMBER OF FULL-TIME UNIVERSITY FACULTY BY SEX BY RANK, 1986-87

RANK	MALES	FEMALES	TOTAL	% FEMALE
FULL PROF.	4,361	269	4,630	5.8
ASSOC. PROF	3,903	695	4,598	15.1
ASSISTANT	1,955	781	2,736	28.5
LECTURER	324	288	612	47.1
NEXT RANK	63	63	126	50.0
OTHER	565	259	824	31.4
TOTAL	11,171	2,355	13,526	17.4

Source: Statistics Canada Full-Time Teaching Staff System Special Reports

Note: a. Excludes the Ontario College of Art
b. Excludes Wycliffe College (University of Toronto), and St. Paul's (University of Waterloo)

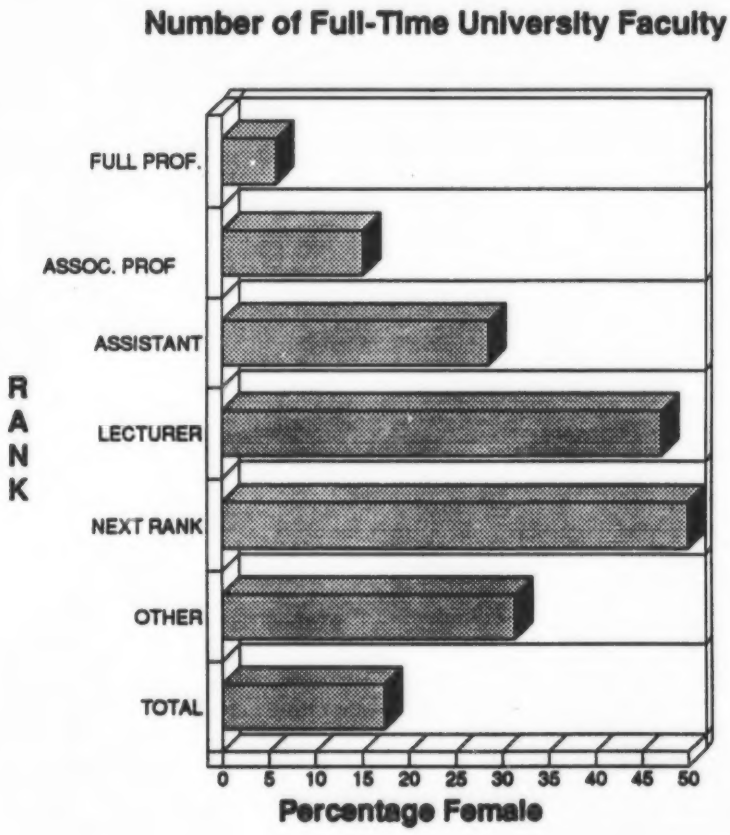


Table 4:

AVERAGE SALARY FOR FULL-TIME UNIVERSITY FACULTY BY FIELD AND GENDER, 1986

FIELD	MALE	FEMALE	% F/M
EDUCATION	$56,018	$48,073	85.8
FINE/APPLIED ARTS	48,609	43,864	90.2
HUMANITIES/REL.	54,379	44,836	82.5
SOCIAL SCIENCE/REL.	55,168	43,620	79.1
AGRIC./BIOL. SCIENCE	56,062	47,421	84.5
ENGIN./APPLIED SCIENCE	57,661	45,621	79.1
HEALTH	56,918	48,047	84.4
MATH/PHYSICAL SCIENCE	56,806	42,982	75.6
NOT REPORTED	47,318	41,022	86.7
TOTAL	55,554	45,481	81.9

Source: Statistics Canada UCASS (Special Report)

Notes: a. Ontario College of Art is not included
b. Religious and military personnel not paid according to regular salary scales are excluded.

Average Salary for Full-Time University Faculty By Field and Gender, 1986

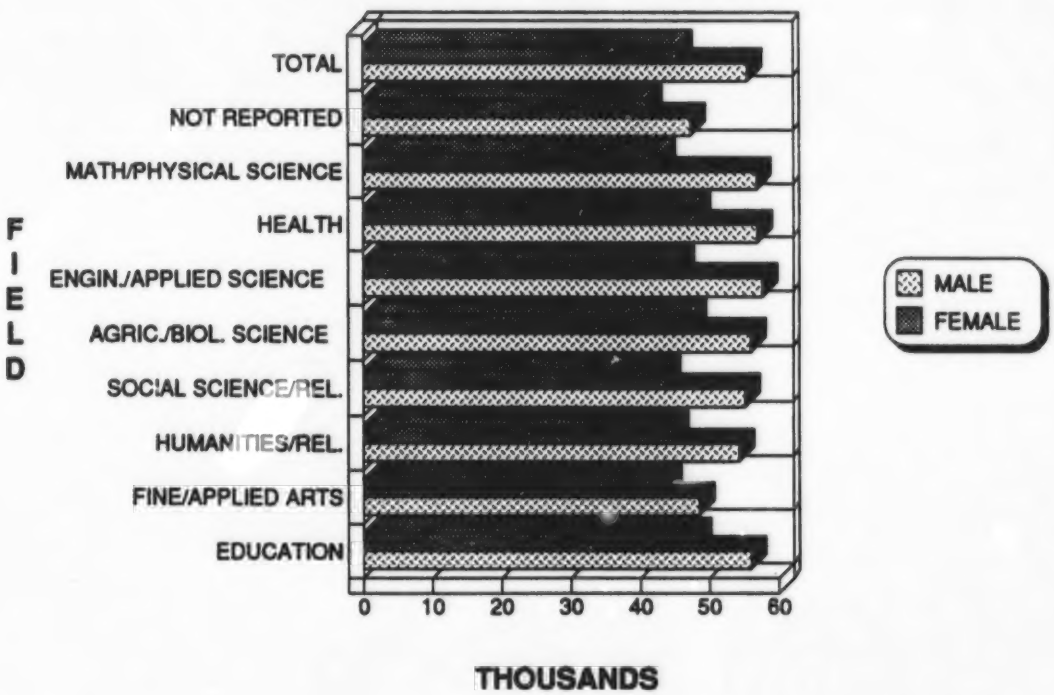


Table 5

AVERAGE SALARIES FOR FULL-TIME FACULTY BY GENDER AND RANK, 1986-87

RANK	MALE	FEMALE	% FEMALE
FULL	$66,617	$62,714	94
ASSOCIATE	52,859	50,968	96
ASSISTANT	41,344	39,599	96
LECTURER	38,372	35,232	92
NEXT RANK	33,402	31,555	94
OTHER	50,662	46,378	92

Source: Statistics Canada Faculty Analysis System (Special Reports)

Notes:

a. Excludes the Ontario College of Art

b. Only teachers who are paid according to regular salary scales, including those on sabbatical leave, are included. Teachers not paid according to regular scales, i.e., those on a leave of absence without pay and certain staff in denominational institutions have been excluded.

c. % FEMALE: Female average salary is expressed as a percentage of male's average salary.

Colleges of Applied Arts and Technology

The colleges of applied arts and technology have been actively involved in affirmative action/employment equity initiatives for women for over ten years. All twenty-two colleges applied for and received employment equity incentive funds in 1987-88, the first year of incentive funding for the colleges. More specifically, funds were received by:

- Algonquin College
- Cambrian College
- Canadore College
- Centennial College
- Conestoga College
- Confederation College
- Durham College
- Fanshawe College
- George Brown College
- Georgian College
- Humber College
- Lambton College
- Loyalist College
- Mohawk College
- Niagara College
- Northern College
- Sault College
- Seneca College
- Sheridan College
- Sir Sandford Fleming College
- St. Clair College
- St. Lawrence College

Funds were used to develop further or expand the scope of the existing programs in the colleges. By September 1987, most colleges had hired a full-time employment equity co-ordinator and these individuals attended a three-day training workshop organized by the Ontario Women's Directorate especially for co-ordinators in the colleges.

Much of the 1987-88 activity at individual colleges related to the development and implementation of new data collection systems for the capture of required information on competitions and staff training and development. Other initiatives were similar to those noted earlier for universities. Information about new initiatives was shared among individual co-ordinators at regular regional meetings, bi-monthly meetings of the

Executive of the College Committee on Equity in Education and Employment, and the annual general meeting of that committee. One of the projects undertaken by this committee in 1987-88 was the hiring of a consultant to prepare a report on the first ten years of affirmative action/employment equity for women in the colleges. In some parts of the province, regional networks were set up to exchange information with employment equity co-ordinators in other sectors.

Data on Staff in the Colleges of Applied Arts and Technology

The data presented in this report on the colleges of applied arts and technology were collected as part of a well-established annual data collection process, which supports collective bargaining in the college sector. Only minor modifications were necessary to meet the data collection requirements related to the first year of employment equity incentive funding.

Information was collected separately on the following three groups of college employees: faculty, support staff, and administration. The faculty and support staff data were collected in April-May, 1987 and the administration data in July 1987. All information was collected through the use of questionnaires developed by the ministry's Staff Relations Unit, which subsequently produced individual college tables based on the Abella categories and sent these tables to the respective colleges for validation. The sector-wide tables presented in this report were produced from the validated individual college data sets.

The data include all full-time, permanent employees of the twenty-two colleges. Under the collective bargaining agreements in effect at the time of data collection, this includes faculty with more than 12 hours per week in the classroom and support staff working more than 24 hours per week. Part-time and sessional employees were not included.

As requested by the Ontario Women's Directorate, all positions have been classified according to the Abella categories. Administration positions were classified according to the Hay Method of Job Evaluation, which has been used in the college sector for some time. In the vast majority of cases, classification was a straightforward process. In a small number of cases (under 1%), certain atypical positions with characteristics common to several classes were, following consultation with the Ontario Women's Directorate, assigned to Group 7 (Clerical Workers). The following list indicates some of the types of college positions which fall into each of ten Abella categories represented in the college sector.

Group 1	Upper-Level Managers	president, dean
Group 2	Middle-Level Managers	chairperson, director of personnel, comptroller
Group 3	Faculty	faculty, counsellor, librarian
Group 4	Semi-Professionals and Technicians	nurse, library technician, computer programmer

Group 5	Supervisors	payroll supervisor, placement supervisor, lower level academic manager
Group 7	Clerical Workers	secretary
Group 9	Service Workers	cook, security guard, nursing assistant
Group 10	Skilled Crafts and Tradesmen/Women	plumber, stationery engineer
Group 11	Semi-Skilled Manual Workers	driver, maintenance worker
Group 12	Unskilled Manual Workers	caretaker, reproduction equipment operator

Group 6 (Foremen/Women) and Group 8 (Sales) are not represented in the college workforce.

The college data are presented in tabular form in Tables 6 - 10, and highlights of these data are shown graphically in Charts 5, 6, and 7. The key findings with regard to workforce distribution are as follows:

- At the point of data collection, there were 15,717 college employees. Almost half of these employees (48.4%) were women.
- Women accounted for very high proportions of the clerical (86.5%) and service categories (79.8%).
- There were relatively few women in upper level management (12.1%) and middle level management (27.6%).
- The faculty group, which contained more than half of all college employees, was 37.8% female.
- Forty-five percent of all supervisors and 43% of all semi-professionals and technicians were women.
- One-quarter of unskilled manual workers were women.
- There were very few (1.4%) women employed as semi-skilled manual workers and no females in the skilled crafts and trades area.

The analysis of salary differences indicates the following:

- The average salary of college employees at the point of data collection was $36,211.
- The lower salary ranges (i.e., those under $30,000) were heavily dominated by women.
- The higher salary ranges (i.e., those of $45,000 or more) were heavily dominated by men.

The reasons for these salary differences become clear when workforce distribution and salary differences are examined jointly. The results of this analysis are summarized as follows:

- For the college workforce as a whole, the average salary of women ($31,630) was 78.1% of the average salary men ($40,504).
- A major determinant of this difference is clearly the types of positions held by women and men in the colleges: within any *individual* job class, the gap between the salary of women employees and that of men employees was smaller, generally around 10%.
- The average salary of female faculty was 92.6% that of male faculty.
- The comparable figure for upper level managers was 92.5%, for middle level managers 96.6%, and for supervisors 91.9%.
- Female clerical workers earned, on average, 84.6% of the salary of their male counterparts.
- The gender gap in salary was 9.7% for semi-professionals and technicians, .1% for service workers, and 4.8% for unskilled manual workers. In the case of semi-skilled manual workers, female employees earned 3.4% more than their male counterparts.

Table 6:

NUMBER OF COLLEGE EMPLOYEES BY GENDER AND BY ABELLA GROUP

ABELLA CATEGORY	MALE	FEMALE	TOTAL	% FEMALE
ALL GROUPS	8,113	7,604	15,717	48.4
UPPER-LEVEL MANAGERS (1)	204	28	232	12.1
MIDDLE-LEVEL MANAGERS (2)	412	157	569	27.6
FACULTY	5,121	3,106	8,227	37.8
SEMI-PROF./TECHNICIANS	674	509	1,183	43.0
SUPERVISORS (3)	401	329	730	45.1
CLERICAL WORKERS	489	3,129	3,618	86.5
SERVICE WORKERS	49	194	243	79.8
SKILLED CRAFTS & TRADESMEN/WOMEN	191	0	191	0.0
SEMI-SKILLED MANUAL WORKERS	138	2	140	1.4
UNSKILLED MANUAL WORKERS	434	150	584	25.7

(1) 900-3000 HAY PTS.
(2) 611-899 HAY PTS.
(3) 320-610 HAY PTS.

Representation of Female College Employees in Abella Group

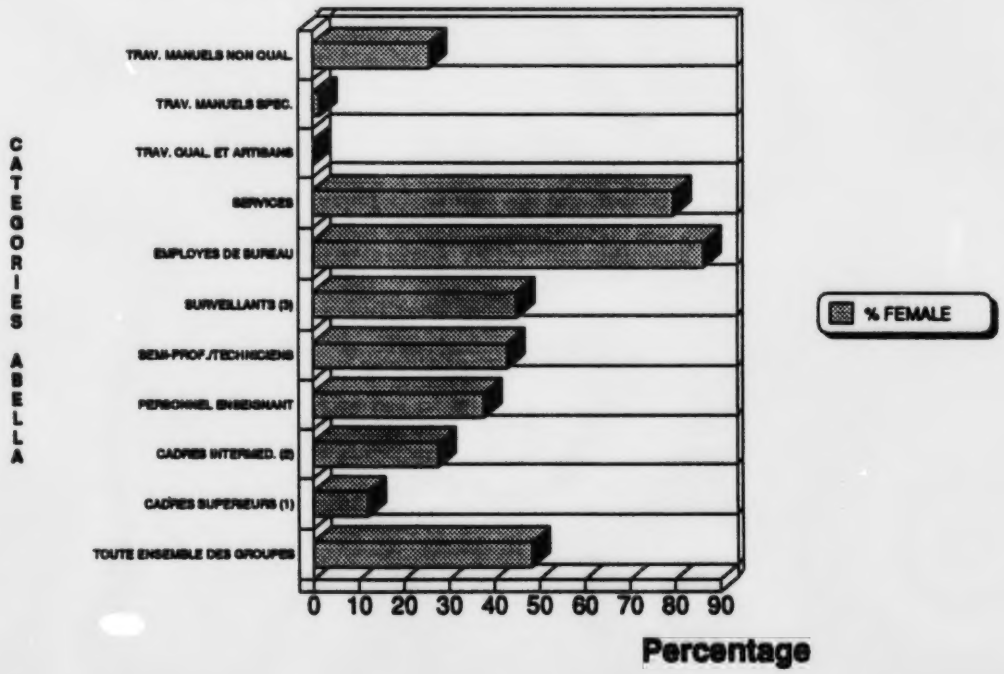


Table 7:

NUMBER OF COLLEGE EMPLOYEES BY GENDER AND BY SALARY RANGE

SALARY RANGE	MALE	FEMALE	TOTAL	% FEMALE
0 - 14,999	0	2	2	100.0
15,000 - 19,999	63	751	814	92.3
20,000 - 24,999	831	2,085	2,916	71.5
25,000 - 29,999	569	805	1,374	58.6
30,000 - 34,999	751	837	1,588	52.7
35,000 - 39,999	649	777	1,426	54.5
40,000 - 44,999	1,031	719	1,750	41.1
45,000 - 49,999	1,944	817	2,761	29.6
50,000 - 59,999	2,067	787	2,854	27.6
60,000 - 69,999	145	18	163	11.0
70,000 & OVER	63	6	69	8.7
TOTAL	8,113	7,604	15,717	48.4

Representation of Female Employees in Salary Ranges

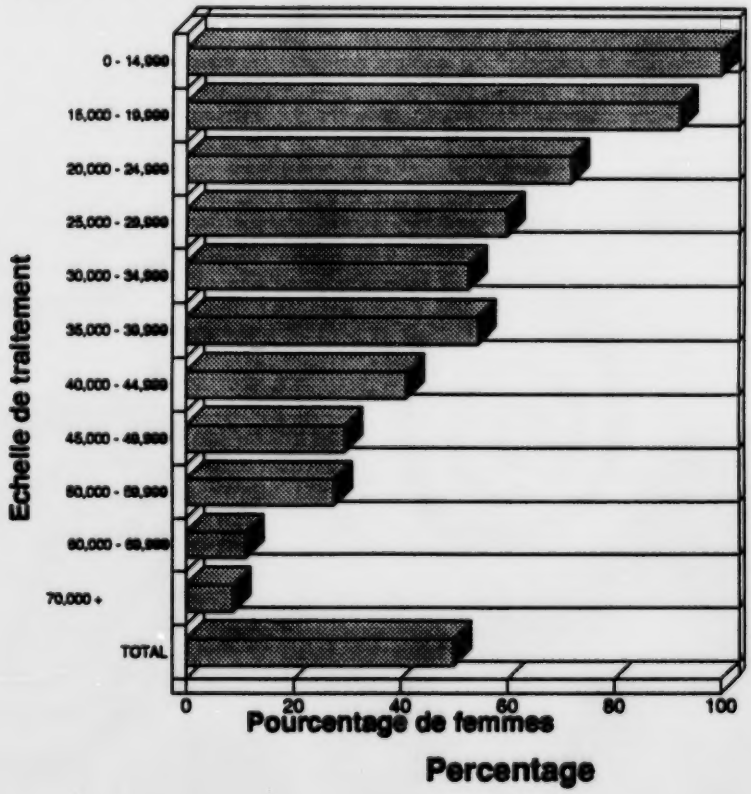


Table 8:

NUMBER OF COLLEGE EMPLOYEES BY GENDER AND BY SALARY RANGE: FACULTY

SALARY RANGE	MALE	FEMALE	TOTAL	% FEMALE
0 - 14,999	0	0	0	0.0
15,000 - 19,999	0	0	0	0.0
20,000 - 24,999	1	1	2	50.0
25,000 - 29,999	71	137	208	65.9
30,000 - 34,999	327	520	847	61.4
35,000 - 39,999	481	556	1,037	53.6
40,000 - 44,999	875	574	1,449	39.6
45,000 - 49,999	1,783	738	2,521	29.3
50,000 - 59,999	1,583	580	2,163	26.8
60,000 - 69,999	0	0	0	0.0
70,000 & OVER	0	0	0	0.0
TOTAL	5,121	3,106	8,227	37.8

Representation of Female Faculty in Salary Ranges

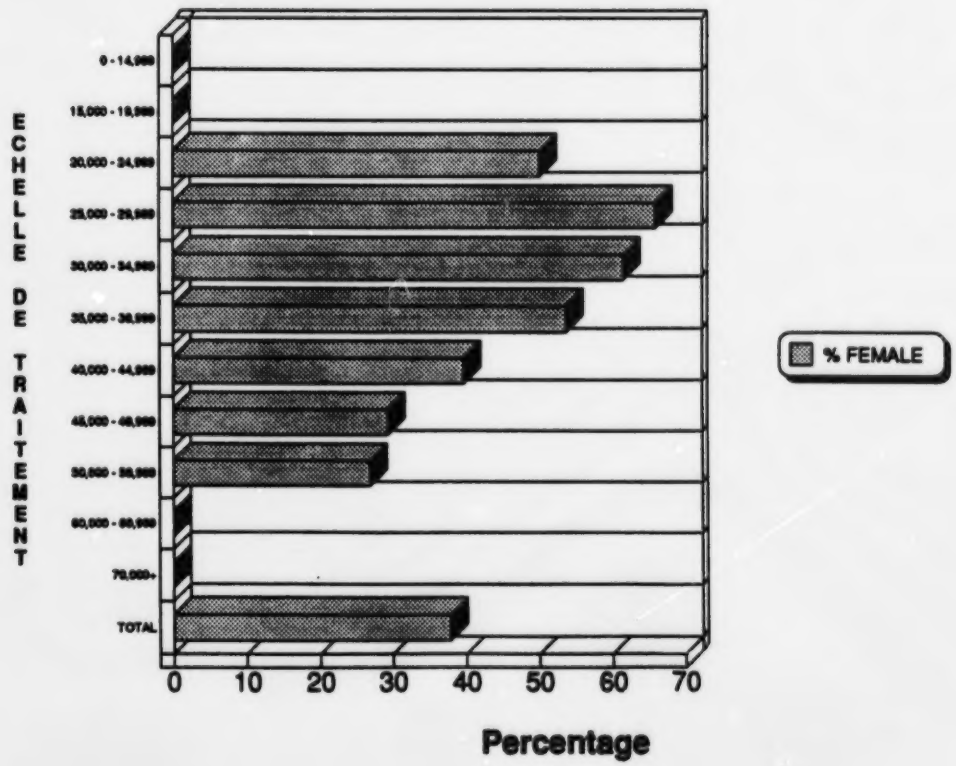


Table 9:

NUMBER OF COLLEGE EMPLOYEES BY GENDER AND BY SALARY RANGE: ADMINISTRATION AND SUPPORT STAFF

SALARY RANGE	MALE	FEMALE	TOTAL	% FEMALE
0 - 14,999	0	2	2	100.0
15,000 - 19,999	63	751	814	92.3
20,000 - 24,999	830	2,084	2,914	71.5
25,000 - 29,999	498	668	1,166	57.3
30,000 - 34,999	424	317	741	42.8
35,000 - 39,999	168	221	389	56.8
40,000 - 44,999	156	145	301	48.2
45,000 - 49,999	161	79	240	32.9
50,000 - 59,999	484	207	691	30.0
60,000 - 69,999	145	18	163	11.0
70,000 & OVER	63	6	69	8.7
TOTAL	2,992	4,498	7,450	60.4

No. of Administration and Support Staff Employees by Salary Range

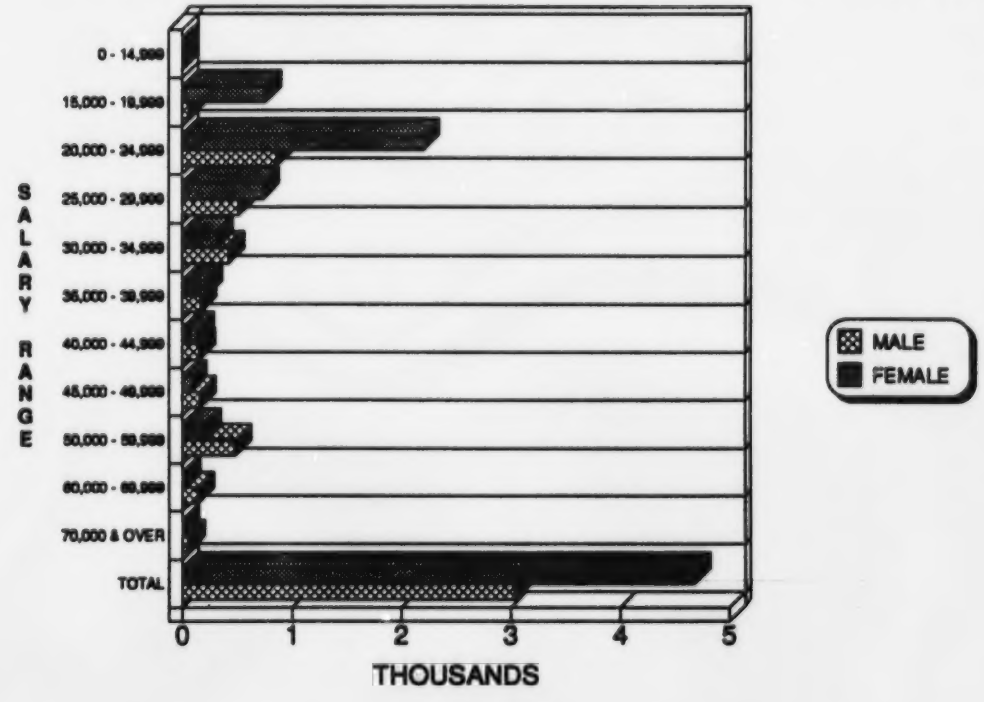


Table 10:

AVERAGE SALARIES OF COLLEGE EMPLOYEES BY GENDER AND BY ABELLA CATEGORY

ABELLA CATEGORY	MALE	FEMALE	% FEMALE
ALL GROUPS	$40,504	$31,630	78.1
UPPER-LEVEL MANAGERS (1)	$68,683	$63,557	92.5
MIDDLE-LEVEL MANAGERS (2)	$54,280	$52,412	96.6
FACULTY	$43,445	$40,247	92.6
SEMI-PROF./TECHNICIANS	$28,983	$26,158	90.3
SUPERVISORS (3)	$42,940	$39,443	91.9
CLERICAL WORKERS	$27,072	$22,916	84.6
SERVICE WORKERS	$22,382	$22,350	99.9
SKILLED CRAFTS & TRADESMEN/WOMEN	$29,742	$0	0.0
SEMI-SKILLED MANUAL WORKERS	$25,363	$26,238	103.4
UNSKILLED MANUAL WORKERS	$21,857	$20,797	95.2

(1) 900-3000 HAY PTS.

(2) 611-899 HAY PTS.

(3) 320-610 HAY PTS.

* The relatively low percentage for "all groups" is due primarily to the large number of female clerical employees (Group 7) with relatively low salaries.

Appendix 1: Abella Categories

Description of Occupational Groups

1. **Upper-level managers.** Those people holding the most senior positions in large firms or corporations. They are responsible for the corporation's policy and strategic planning, and for directing and controlling the functions of the organization. *Includes:* chief executive officer, president, vice-president, chief operating officers, general managers, divisional heads, and directors who have several middle managers reporting to them or are responsible for the direction of a critical technical function.

2. **Middle managers.** Middle managers receive instructions from upper-level managers and administer the organization's policy and operations through subordinate managers or supervisors. Upper-level managers and middle managers together comprise all mangers. *Includes:* financial, personnel, sales, advertising, purchasing, production, data processing, marketing, and research and development managers.

3. **Professionals.** These occupations usually require either university graduation or prolonged formal training and often require membership within a professional association. *Includes:* engineers (civil, mechanical, chemical, electrical, petroleum, nuclear, aerospace, etc.), architects, lawyers, psychologists, librarians, accountants, and kindred workers.

4. **Technicians and semi-professionals.** These occupations usually require knowledge equivalent to about two years of post-high school education, such as is offered in many technical institutes and community colleges, and often have further specialized on-the-job training. Technicians possess highly developed manual technical skills. *Includes:* computer programmers and system analysts, nurses, physio and occupational therapists, draftspeople, musicians, actors, photographers, illustrating artists, product designers, radio and television announcers, translators and interpreters, writers and television announcers, translators and interpreters, writers and editors, specialized inspectors and testers of electronic, electrical, mechanical, etc. products, vocational instructors, technicians (medical, electronic, engineering, architectural, dental, physical science, life science, library, etc.) and kindred workers.

5. **Supervisors.** Non-management first-line supervisors of white collar (clerical, sales, and service) workers. Supervisors may, but do not usually, perform any of the duties of the employees under their supervision. *Includes:* supervisors of stenographers, typists, account recorders, office machine and electronic data processing operators, library clerks, mail carriers and messengers, salespeople, food and beverage preparers, bookkeepers, receptionists, sales workers, and kindred workers.

6. **Foremen/women.** Non-management first-line supervisors in blue-collar jobs. They may, but do not usually, perform any of the duties of the employees under their supervision. *Includes:* supervisors of machining, construction, heavy equipment operation, mechanical repairers, processing workers (food and beverage, textiles, wood, , metals), workers in assembling and repairing, workers in air, railway and water transportation, printers, excavators and pavers, and kindred workers.

7. **Clerical.** Includes all clerical work, regardless of difficulty, in which the activities are predominantly non-manual. *Includes:* bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, mail clerks, typists, telephone operators, electronic data processing equipment operators, clerks (production, shipping and receiving, stock, scheduling, ticket, freight, library, reception, travel, hotel, personnel, statistical, general office), and kindred workers.

8. **Sales (commissioned).** Occupations engaged wholly or primarily in selling on a commission basis. *Includes*: advertising agents, real estate agents, sales workers and sales clerks, stock brokers, insurance agents, travel agents, sales people of technical and business services and kindred workers.

   Sales (non-commissioned). Occupations engaged wholly or primarily in selling as described immediately above, but for a specified salary or hourly wage **only.**

9. **Service.** Workers who provide personal service. *Includes:* attendants (hospital and other institutions, including nurses' aides and orderlies), barbers, bartenders, guides, food and beverage serving occupations, travel attendants, housekeepers, child-care occupations, and kindred workers.

10. **Skilled crafts and tradespeople.** Manual workers of a high skill level, having a thorough and comprehensive knowledge of the processes involved in their work. They are frequently journeymen and journeywomen who have received an extensive period of training. *Includes:* welders, tool and die makers, sheet metal workers, carpenters, plumbers, mechanics and repairers, engravers, television broadcasting equipment operators, radio and television service repairers, tailors and dressmakers, firefighters, and kindred workers.

11. **Semi-skilled manual workers.** Manual workers who perform duties that usually require a few months of specific vocational on-the-job training and a formal education which is less than high school completion. Generally, these are workers whose skill level is less than that of skilled crafts and trades workers, but greater than that of unskilled manual workers. *Includes:* truck and tractor drivers, bus drivers, paving, surfacing, and related occupations, roofers, photographic processors, sound and video recording equipment operators, those in apprenticeship training, textile workers, and kindred workers.

12. **Manual workers.** Workers in blue-collar jobs which generally require only a few days or no on-the-job training. The duties are manual, elementary, and require little or no independent judgement. *Includes:* garage labourers, car washers and greasers, swampers, unskilled railway track workers, labourers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Appendix 2:
Ontario University Full-Time Non-Academic Staff, 1987-1988

UPPER-LEVEL MANAGERS 1987-1988

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<49,900	7	5	12	41.7
50,000-59,000	30	7	37	18.9
60,000-69,000	49	7	56	12.5
70,000+	124	13	137	9.5
TOTAL	210	32	242	13.2

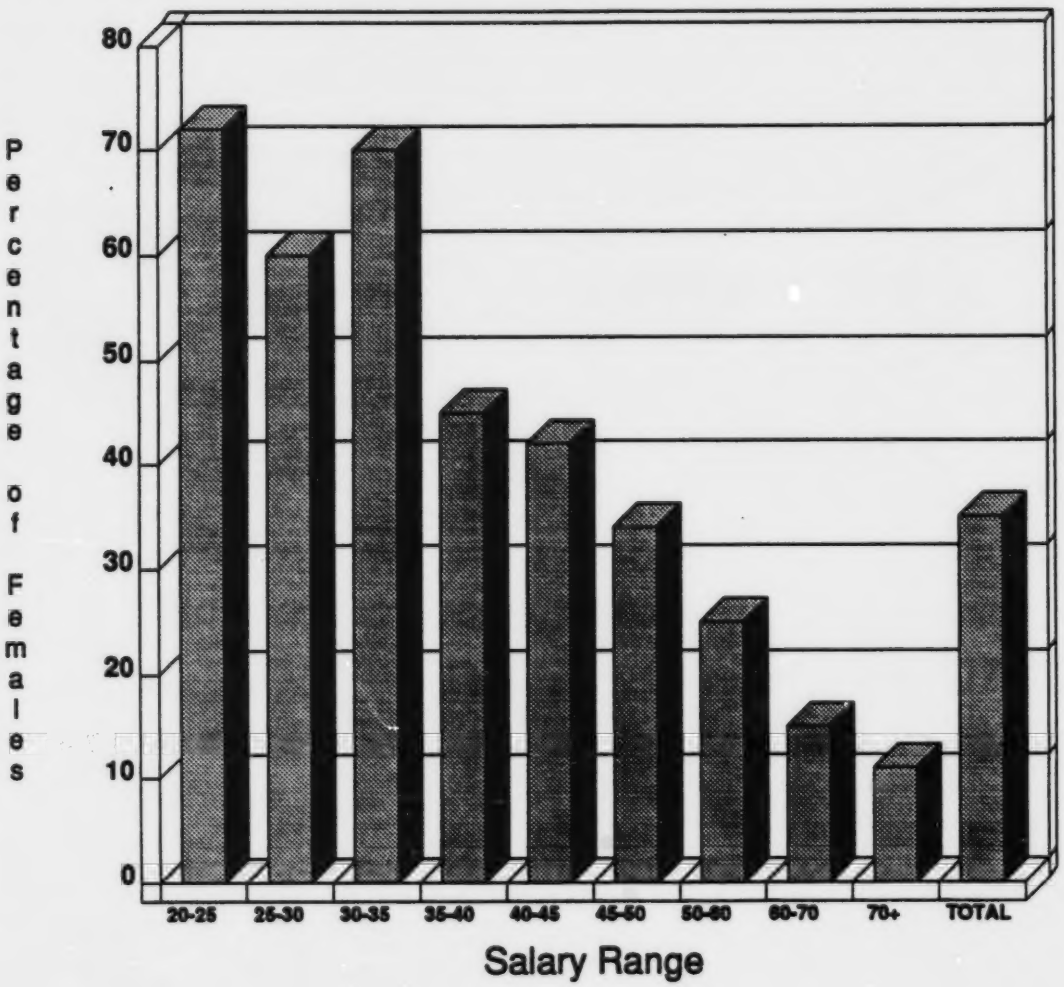
Source: Council of Ontario Universities

MIDDLE MANAGERS 1987-1988
ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
20,000-24,999	4	10	14	71.4
25,000-29,999	23	34	57	59.7
30,000-34,999	40	91	131	69.8
35,000-39,999	108	87	195	44.6
40,000-44,999	122	84	206	40.8
45,000-49,999	134	63	197	32.0
50,000-59,999	213	67	280	23.9
60,000-69,999	97	13	110	11.8
70,000 +	35	4	39	10.3
TOTAL	776	453	1,229	36.9

Source: Council of Ontario Universities

MIDDLE/UPPER LEVEL MANAGERS 1987-1988

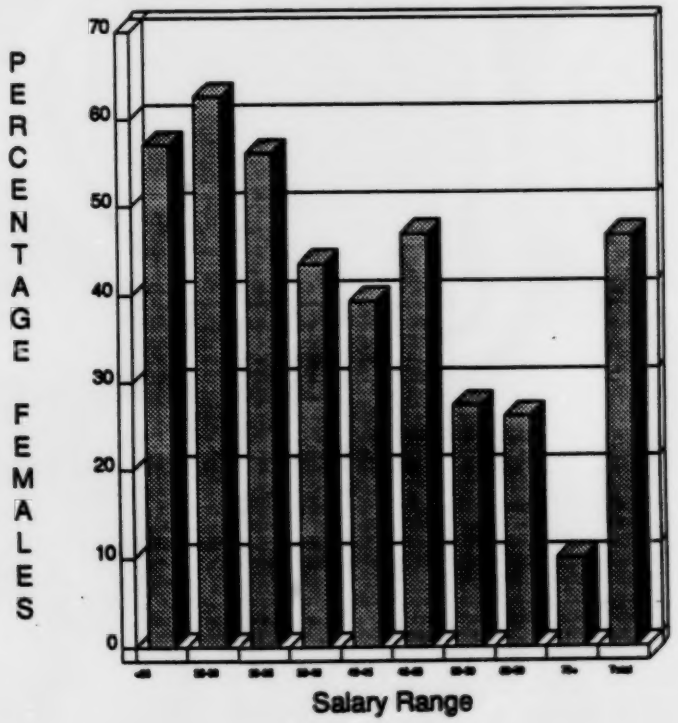


PROFESSIONALS BY ABELLA GROUPS, SALARY RANGE AND GENDER 1987-1988

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<24,999	31	41	72	57.0
25,000-29,999	88	147	235	62.6
30,000-34,999	201	255	456	56.0
35,000-39,999	262	202	464	43.5
40,000-44,999	258	167	425	39.3
45,000-49,999	145	128	273	46.9
50,000-59,999	119	45	164	27.4
60,000-69,999	17	6	23	26.1
70,000 +	9	1	10	10.0
TOTAL	1,130	992	2,122	46.6

Source: Council of Ontario Universities

PROFESSIONALS 1987-1988

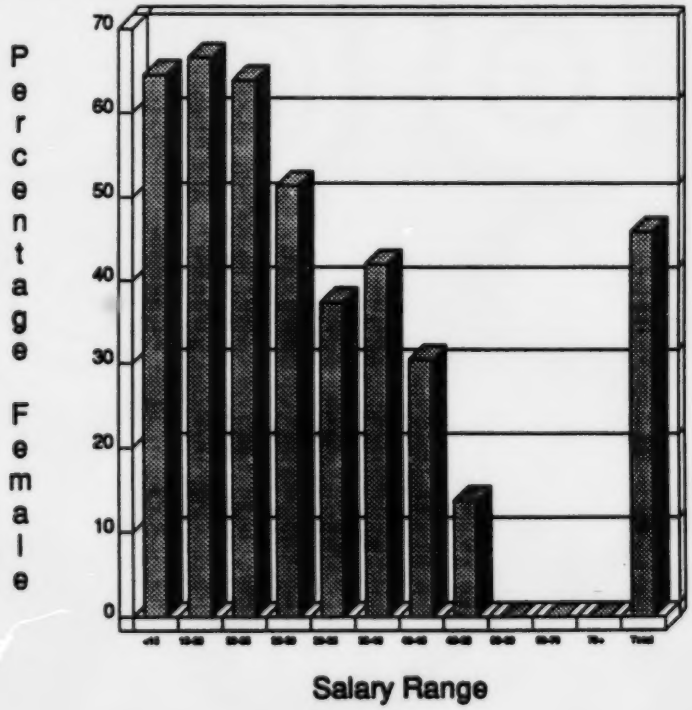


SEMI-PROFESSIONALS AND TECHNICIANS 1987-1988
BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<14,999	11	20	31	64.5
15,000-19,999	35	69	104	66.6
20,000-24,999	271	480	751	63.9
25,999-29,999	573	605	1,178	51.4
30,000-34,999	560	336	896	37.5
35,000-39,999	349	111	460	42.1
40,000-44,999	111	49	160	30.6
45,000-49,999	45	7	52	13.7
50,000-59,999	16	0	16	0.0
60,000-69,999	0	0	0	0.0
70,000+	0	0	0	0.0
TOTAL	1,971	1,677	3,648	46.0

Source: Council of Ontario Universities

SEMI-PROFESSIONSALS AND TECHNICIANS 1987-1988

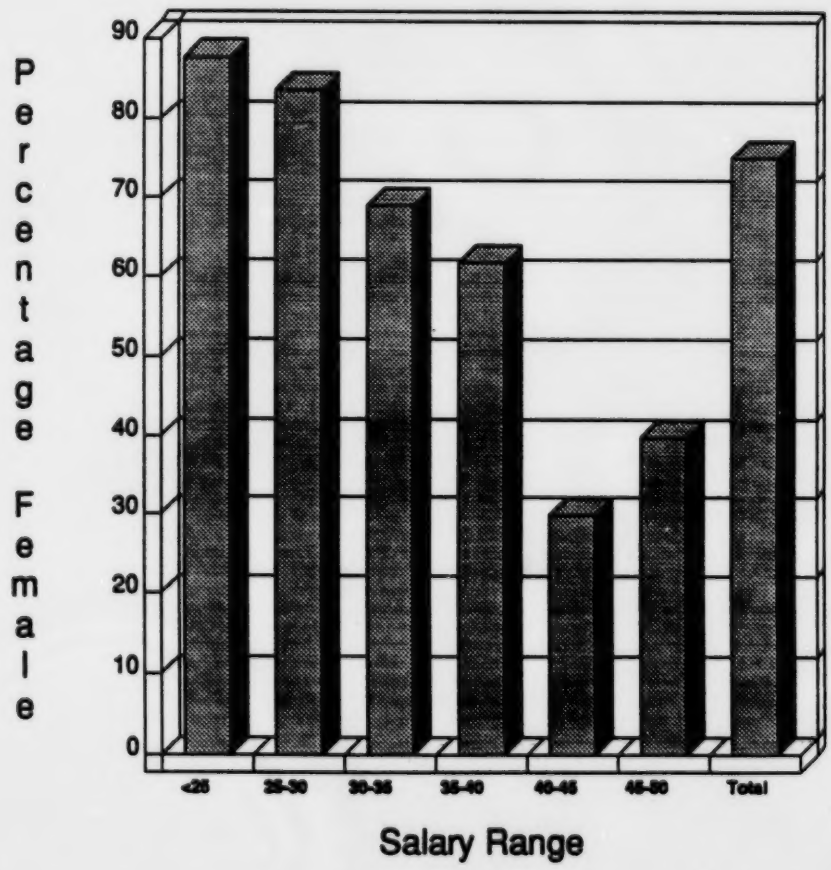


SUPERVISORS 1987-1988 BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<24,999	45	242	276	87.8
25,000-29,999	77	395	472	83.7
30,000-34,999	75	167	242	69.0
35,000-39,999	42	68	110	61.8
40,000-44,999	42	18	60	30.0
45,000-49,999	12	8	20	40.0
TOTAL	293	885	1,178	75.1

Source: Council of Ontario Universities

SUPERVISORS 1987-1988

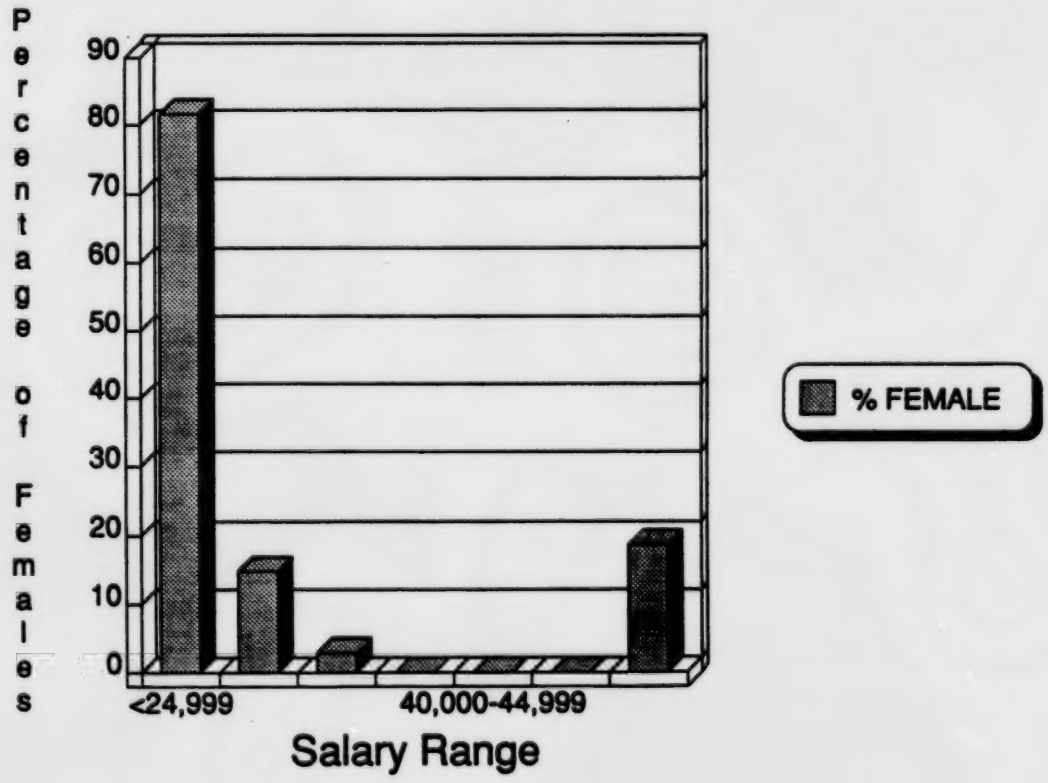


FOREPERSONS 1987-1988 BY ABELLA GROUP, SALARY RANGE , AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<24,999	9	40	49	81.6
25,000-29,999	57	10	67	14.9
30,000-34,999	66	2	68	2.9
35,000-39,999	54	0	54	0.0
40,000-44,999	26	0	26	0.0
45,000-49,999	12	0	12	0.0
TOTAL	224	52	276	18.8

Source: Council of Ontario Universities

FOREPERSONS 1987-1988

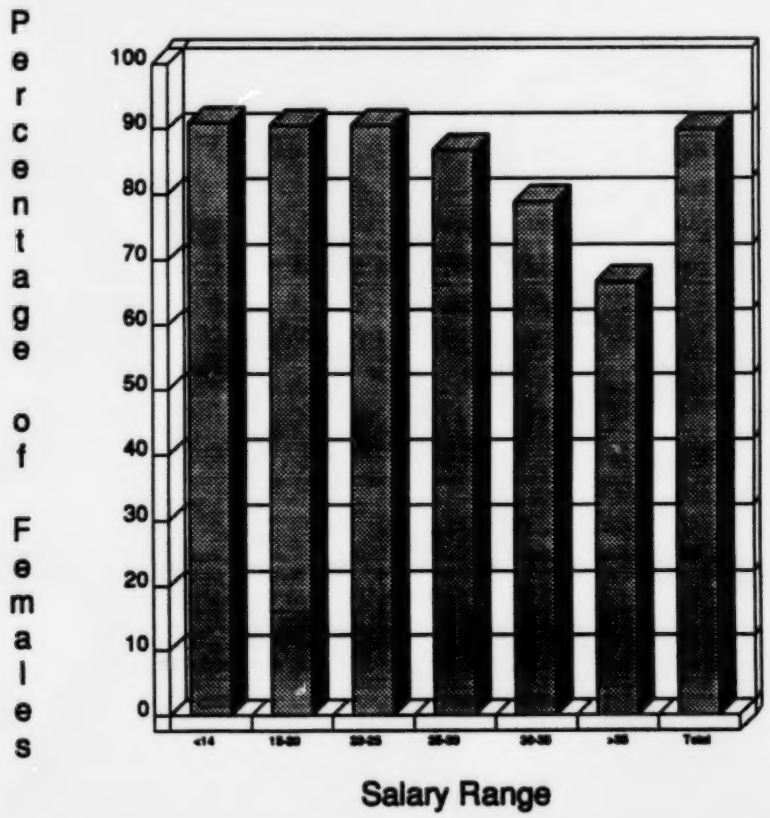


CLERCIAL WORKERS 1987-1988 BY ABELLA GROUP, SALARY RANGE, AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<14,999	12	122	134	91.0
15,000-19,999	242	2,309	2,551	90.5
20,000-24,999	354	3,366	3,720	90.5
25,000-29,999	118	741	859	86.7
30,000-34,999	17	62	79	78.9
>35,000	9	10	15	66.7
TOTAL	751	6,610	7,361	89.8

Source: Council of Ontario Universities

CLERICAL WORKERS 1987-1988



SALES WORKERS 1897-1988 BY ABELLA GROUP, SALARY RANGE, AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<19,999	8	25	33	75.8
20,000-34,999	7	7	14	50.0
TOTAL	15	32	47	68.1

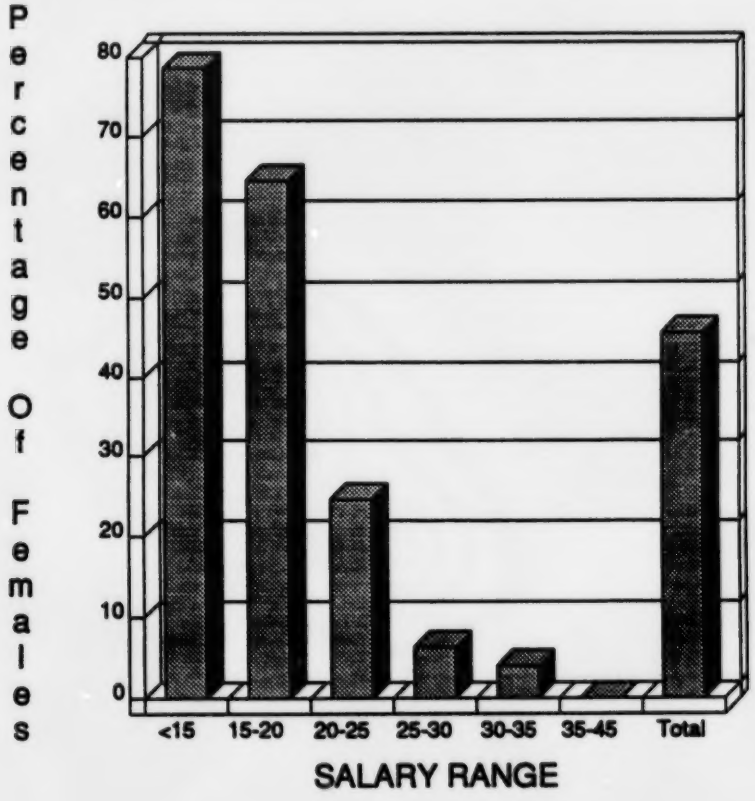
Source: Council of Ontario Universities

SERVICE WORKERS 1987-1988 BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	%FEMALE
<14,999	13	48	61	78.7
15,000-19,999	172	313	485	64.5
20,000-24,999	209	68	277	24.6
25,000-29,999	89	6	95	6.3
30,000-34,999	24	1	25	4.0
35,000-45,999	16	0	16	0.0
TOTAL	523	436	959	45.7

Source: Council of Ontario Universities

SERVICE WORKERS 1987-1988

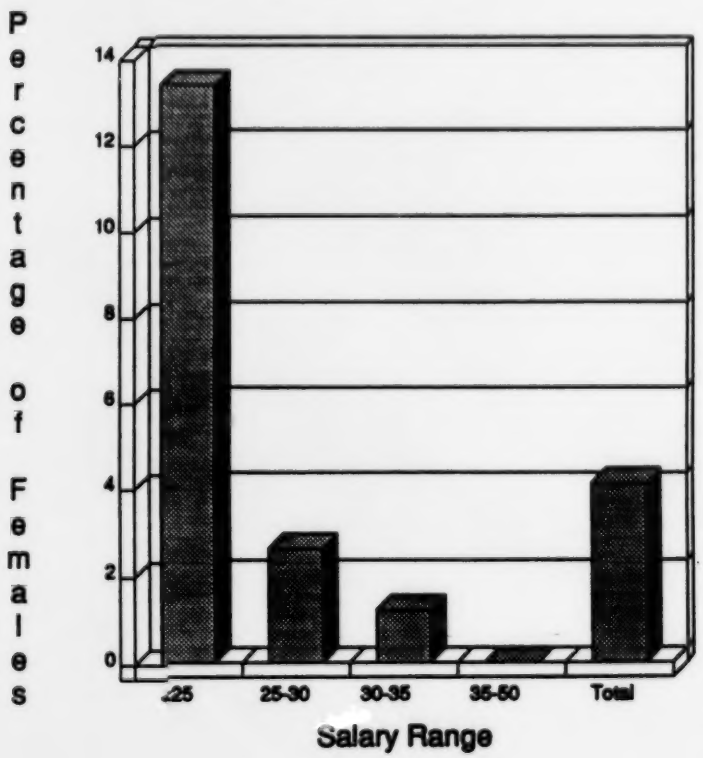


SKILLED CRAFTS AND TRADES WORKERS 1987-1988
BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<24,999	219	34	253	13.4
25,000-29,999	457	12	469	2.6
30,000-34,999	321	4	325	1.2
35,000-49,999	213	0	213	0
TOTAL	1,210	50	1,260	4.1

Source: Council of Ontario Universities

SKILLED CRAFTS AND TRADES WORKERS 1987-1988

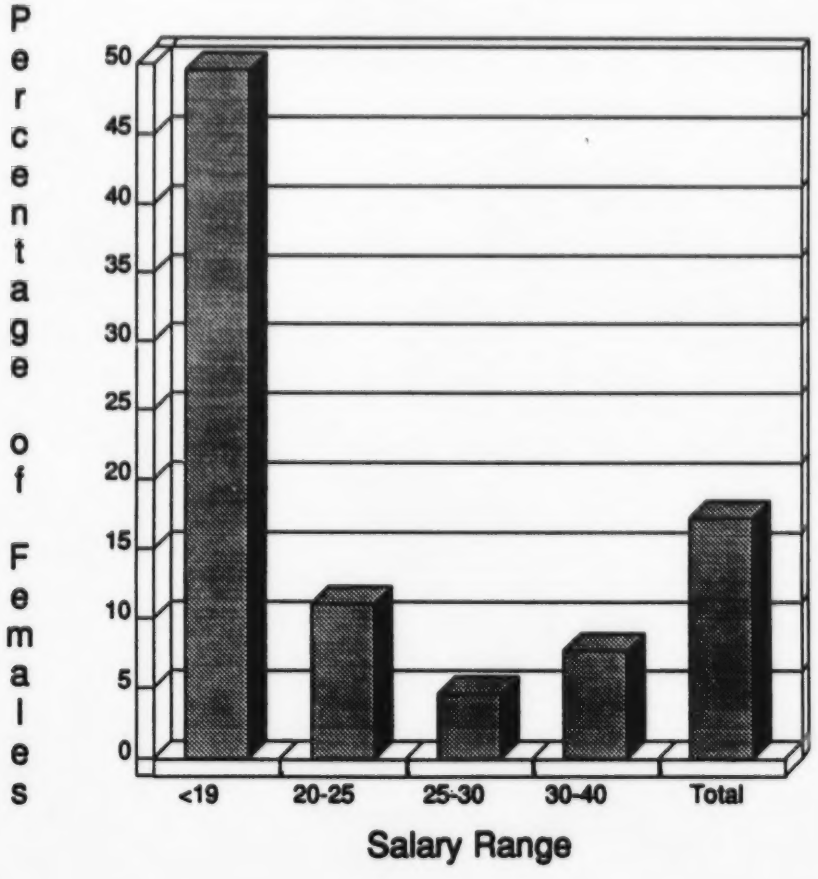


SEMI-SKILLED MANUAL WORKERS 1987-1988
BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	%FEMALE
<19,999	71	70	141	49.6
20,000-24,999	440	55	495	11.1
25,000-29,999	105	5	110	4.6
30,000-39,999	12	1	13	7.7
TOTAL	628	131	759	17.3

Source: Council of Ontario Universities

SEMI-SKILLED MANUAL WORKERS 1987-88



OTHER MANUAL WORKERS 1987-1988
BY ABELLA GROUP, SALARY RANGE AND GENDER

SALARY RANGE	MALES	FEMALES	TOTAL	% FEMALE
<14,999	15	146	161	90.7
15,000-19,999	223	444	667	66.6
20,000-24,999	755	172	927	18.6
25,000-39,999	68	5	73	6.8
TOTAL	1,061	767	1,828	42.0

Source: Council of Ontario Universities

OTHER MANUAL WORKERS 1987-1988